

# COMPENSATION AND BENEFITS

## SALARY

The salary range for the Assistant to the City Manager, including performance pay, is \$8,280 - \$10,615 per month.

## HEALTH ALLOWANCE:

Management employees receive from \$610 to \$1,041 per month for medical and dental premiums. City employees participate in the PERS Health Program, and may choose their medical coverage from a list of providers. Unused health allowance may be used for optional benefits or kept as taxable income. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including vision, heart/stroke insurance, additional life insurance, cancer insurance, and long-term care insurance. You receive a City-paid \$250,000 life insurance policy, short and long-term disability insurance and an employee assistance program.

## RETIREMENT BENEFITS:

The City offers the PERS 2.5% at 55 plan with the single highest year, credit for unused sick leave, and 4th tier 1959 survivors benefits options. The employee pays the employee contribution on a tax-deferred basis (414h2), and 1% of the employee contribution.

## OTHER BENEFITS:

The City pays an amount equal to 3% to 5% of salary, depending on years of service, to a deferred compensation account with ICMA or ITT/Hartford. The City supports professional development and provides a tuition reimbursement program of up to \$1,000 per fiscal year.

## LEAVES AND HOLIDAYS:

Annual vacation ranges from three to four weeks depending on years of service. Eight hours of sick leave accrues each month, and a portion of sick leave may be cashed out annually. Management employees receive 72 hours of administrative leave annually. The City observes 13.5 paid holidays, including two floating holidays each year. The City has a furlough between Christmas and New Year's Day each year.

# ASSISTANT TO THE CITY MANAGER



# TO BE CONSIDERED

A completed City application form, resume and cover letter are required to be considered for this position. Call (408) 779-7276 for an application or apply online at <http://www.morgan-hill.ca.gov>.  
Submit application materials to:

City of Morgan Hill  
17555 Peak Avenue  
Morgan Hill, CA. 95037

This position is open until filled, but initial screening will take place on July 31, 2006 and successful candidates may be invited to an oral board as early as Friday, August 11.

EOE



# THE CITY OF MORGAN HILL CALIFORNIA

IS SEEKING AN EXPERIENCED  
PROFESSIONAL TO SERVE AS

# ASSISTANT TO THE CITY MANAGER





## THE COMMUNITY

The City of Morgan Hill (population 37,000) is located in southern Santa Clara Valley, approximately 12 miles south of San Jose, 10 miles north of Gilroy, and 15 miles inland from the Pacific Coast. The Valley is approximately 4 miles wide and is surrounded by the Santa Cruz mountain range to the west, and the Diablo mountain range to the east.

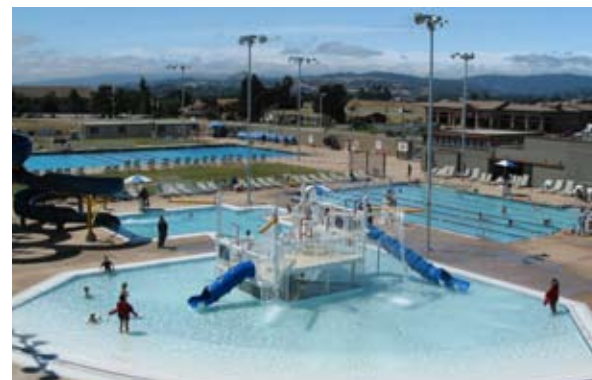
Thoughtful planning has made Morgan Hill one of the most desirable communities in Santa Clara County, and Morgan Hill has maintained a charming, small-town atmosphere while also hosting over 5 million square feet of commercial/industrial space, including 2 of the 11 largest business parks in Silicon Valley. The City enjoys several significant public facility and recreation assets, and golf courses, lakes, outstanding county and state parks for camping, hiking, horseback riding, water recreation and mountain biking opportunities abound. The City offers a wide variety of opportunities for cultural activities, dining, sporting activities and shopping. The downtown area offers both historic buildings and new architecture, including a new Community and Cultural Center and Community Playhouse, which opened in 2002. The area also offers a variety of restaurants, breweries, art galleries and specialty shops. A state-of-the-art Aquatics Center featuring three pools (one a 50-meter competition pool), a water play area and two slides, opened in 2004. The City's 52,000 square foot Centennial Recreation Center opens in October 2006 and a new library in spring of 2007.

## THE ORGANIZATION

The City of Morgan Hill is a full-service city with a budget of \$119,740,421, including \$37.1 million for new projects in 2006/07. The City employs 182 permanent employees and approximately 150 temporary seasonal employees are hired annually to supplement staff in the City's recreational centers. This General Law City features a Council-Manager form of government, which combines the political leadership of elected officials on the Council with the managerial experience of a professional City Manager, who is appointed by the Council.

## ROLE OF THE ASSISTANT TO THE CITY MANAGER

The Assistant to the City Manager is appointed by and is the principal professional assistant to Ed Tewes, City Manager for the past seven years. This position was formerly held by Melissa Stevenson Dile, who joined the City in 1991 as an intern and who served in the Assistant position for 4 ½ years before leaving in June to become the Deputy City Manager for the City of Fremont. Mr. Tewes would like to continue his practice of providing a career path for employees pursuing a career in municipal management. This is a challenging and exciting opportunity for a high performer who aspires to a career as a senior manager.



As Assistant to the City Manager you will be responsible for communications and marketing, including six editions of City Connections each year. You will help lead the IT Management team and will act as the liaison for the City's web site. Designing and implementing Phase II of the City's Community Conversations, an innovative civic engagement project, City Council's highest priority, will be at the top of your long list of projects. You will play a key role in addressing operational efficiencies and improving service delivery effectiveness..

## THE IDEAL CANDIDATE

The ideal candidate will have a Bachelor's degree in Public Administration, Business Administration or a closely related field with a Master's degree in Public Administration highly desired. At least five years of professional experience in municipal public administration is required. In addition, the person should demonstrate the following:

- Excellent communicator
- Participatory leadership style
- Must be flexible, creative, proactive & energetic
- Consensus builder
- Good analytical & problem-solving skills
- Positive and upbeat
- Accepts responsibility
- Technology savvy
- Does the right thing
- Resolves issues
- Has fun yet takes work seriously
- Respected team player



*As the Assistant to the City Manager, designing and implementing Phase II of the City's Community Conversations, an innovative civic engagement project, will be one of your primary responsibilities.*